Title:	Contents:	Contents: P-2200			
PRINTING- PERSONALIZED STATIONERY			Submitted By: Purchasing Di		
	Approved By:	Purchasing Agent			
Effective Date: 12-10-01	Supersedes No.:	Page No.	1	of	1

Policy

Personalized station	onery items	(e.g. let	terhead,	, memo	pads,	etc.)	are	restricted	to	elected	officials,
department heads, heads of commissions and committees, and/or as approved thereof.											